

SEPTEMBER 2022



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DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)

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PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

WHAT'S INSIDE THIS ISSUE:

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FEATURED CONTRACT

Carbonless Paper

Type of contract: Competitive

Dates of Contract: August 1, 2021 – July 31, 2023

Vendors on Contract: Jackson Paper / Newell Paper

State Contract Number: 8200058272

Smart Contract Number: 1130-22-C-SWCT-00015

Vendors: Jackson Paper / Newell Paper, Prime Supplier; Supplier ID # (3100017732). Contact and ordering information can be found on the last page of attachment “Paper, Carbonless Contract _EXT52722”.

Contract Analyst: James Brabston, James.Brabston@dfa.ms.gov

Contract link: <https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/competitive-contracts/p-q-r/paper-carbonless/>

Contract Spend: \$42,808.42

Remember State Agencies must use OPTFM competitive bid contracts and governing authorities may use OPTFM competitive bid contracts.

**1.) When is payment due on the Travel Card?**

Your program coordinator will be sure the statements are reconciled and forwarded to the proper personnel for payment when the bill arrives. Late payments, no payments and partial payments are not the best practices. According to the Travel Card Guidelines, the balances are only carried over for disputed amounts; otherwise, payment in full is expected no later than net 45 days. Seriously delinquent accounts may result in the Travel Cards being suspended until payment is rendered.

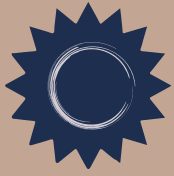
2.) Can the Travel Card be used to pay for conference registration for an employee?

Yes. The Travel Card may be used to pay for registration where travel will be taking place; however, sometimes it will decline. The reasons for this involve Merchant Category Codes (MCC Codes) being blocked. If this happens, contact your program coordinator, who will then email the Travel Office and the code will be unblocked for the duration of your registrations. OPT's recommendation is that anytime you know you will be making reservations to contact your program coordinator who will alert OPT and you can save some time.

3.) Can an out-of-state vendor charge sales tax for items purchased using the Travel Card?

Yes, the sales tax exemption is only applicable to vendors in Mississippi. The Office of Purchasing and Travel does not have the authority to tell another state's vendors not to charge State of Mississippi agencies sales taxes. However, if you indicate that you are purchasing an item on behalf of a tax-exempt state agency and ask if the out-of-state vendor would give your agency the same tax exemption that is extended to state agencies in their state, some will honor the request.

If you have any questions, please contact Candice Hay at Candice.Hay@dfa.ms.gov.



FLEET NEWS



BFM is considering offering a Certified Mississippi Fleet Manager class in October 2022. If you or your agency has someone that is interested, please contact Ashley Harrell at Ashley.Harrell@dfa.ms.gov or Ramona Jones at Ramona.Jones@dfa.ms.gov.

REMINDER

7.201 Procedures for Selling or Transferring State-Owned Vehicles

Before disposing of any vehicles, agencies must send a list of vehicles to the BFM for prior disposal approval. These vehicles will be checked to make sure they meet replacement criteria set forth above. Agencies shall ensure that the highest mile and/or highest maintenance cost vehicles are the vehicles chosen for disposal. The BFM will assist agencies in determining the most appropriate vehicles upon request. With BFM approval, agencies can proceed with their disposal process.

After vehicles have been disposed of, a completed Vehicle Deletion Form (Appendix F) should be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. Once the Vehicle Deletion Form and supporting documentation have been received and approved by the BFM, a copy will be sent back to the agency.



CMPA Class

SEPTEMBER 20-22, 2022

APPLICATION DEADLINE:

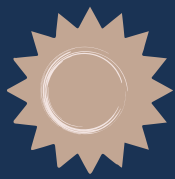
SEPTEMBER 2, 2022

LOCATION:

In-Person class will be held in Room 145 of the Woolfolk State Office Building.

Please submit the Certified Mississippi Purchasing Agent Application Form with Job Description to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at PurchasingandTravel@dfa.ms.gov.

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/>



Employee Spotlight


**WE ARE PLEASED TO ANNOUNCE OUR NEW
ADMINISTRATOR:**

**Bureau of Marketing, Travel and Card Programs
Procurement Card Administrator**

Candice Hay

**If you have any questions, please contact Candice Hay at
Candice.Hay@dfa.ms.gov .**

C O N G R A T S



2022

PPRB MEETINGS

PPRB Meeting Date

JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022
JANUARY 2023

Submission Deadlines

DECEMBER 1, 2021
JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Alicia Adams

Belinda Russell

Bureau of Purchasing and Contracting

Stephen Tucker, Director

Demetra Hayes

James Brabston

Christopher Statham

LaShun Smith

Easter Hamiur

Kizzie Shorter

Shakrita Fields

Bureau of Marketing, Travel and Card Programs

Yolanda Thurman, Director

Candice Hay

Deron Simpson

Bureau of Fleet Management

Ramona Jones, Director

Ashley Harrell

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HAPPY ★★ ★
LABOR
★★ ★
DAY